

STATE OF CONNECTICUT  
Bureau of Rehabilitative Services/Services for the Blind  
**Storekeeper**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!**

**Open To:** Public  
**Posting #:** 82060  
**Location:** 184 Windsor Avenue, Windsor, CT  
**Schedule:** Full Time – Monday through Friday; 37.5 hour workweek  
**Salary:** \$1,196.52 bi-weekly -TE12: after successful completion of six month probationary period receive an increase to TC12/1 at \$1,329.43 bi weekly  
**Closing Date:** **July 2, 2012**

**The preferred candidate will have: “Prior experience using inventory modules in CORE-CT highly desirable. Ability to travel to locations across the state to conduct physical inventory is required. Prior experience performing quality assurance functions preferred.”**

**EXAMPLES OF DUTIES:** Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock in planned fashion, with due account taken of age, accessibility, safety and security; clarifies amount and condition of stock on hand and reports all discrepancies or need for replenishment; verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders; maintains housekeeping and security of stores area; takes required inventory of materials and supplies; receives gas station reports and makes necessary corrections; keeps mileage and maintenance records of vehicles in car pool; inspects material handling equipment, scales, gas pumps and other allied storeroom equipment for accuracy and safety; codes and inventories furniture and equipment; operates material handling equipment; may drive motor vehicles as assigned; may enter data into a computer; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies; knowledge of safe and efficient warehousing practices; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories.

**EXPERIENCE AND TRAINING: General Experience:** Two (2) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required by the appointing authority to possess an appropriate current license or permit during employment in this class.

**PHYSICAL REQUIREMENT:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above experience and training requirements should submit a **cover letter detailing interest and suitability for the position, resume and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13> )** to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team – SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, Connecticut 06106  
Confidential Fax: **(860) 622-4921** (*preferred method of submission*)

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.**